

## **East Hartford Mailroom and Breakers Cafe Application for GSE Notice of Opportunity**

Thank you for your interest in applying to oversee Group Supported Employment (GSE) supports for General Workers who provide mailroom and café functions in the north region DDS office building located at 255 Pitkin St., East Hartford CT. The goal is to transition the existing GSE from its current provider to the awarded provider no later than **January 31<sup>st</sup>, 2022**.

This application is for a DDS Qualified Provider to continue oversight and GSE supports for 3-4 General Workers with ID/DD who receive DDS supports and are workers within the East Hartford Mailroom & Copy Center, as well as enhancing the Breakers Café to provide snack & lunch options within the same location.

Please complete the application and return it electronically to [Julie.Bouchard@ct.gov](mailto:Julie.Bouchard@ct.gov) by **Friday December 10<sup>th</sup>, 2021**. Those submitting applications will receive a confirmation email within 2 business days of receipt of the application.

Questions can be directed to [Martin.Zaugg@ct.gov](mailto:Martin.Zaugg@ct.gov). All questions should be received in writing by **Wednesday November 24<sup>th</sup>, 2021**. Questions and Answers will be posted in a Frequently Asked Questions Document that will be posted on the DDS Website by **Friday December 3<sup>rd</sup>, 2021**.

- 1) Name and Address of the Organization.
- 2) Provide information on GSE or Transition Service programs your agency currently runs or has run in the past. If providing information on programs no longer running, please list reasons for closing.
- 3) Provide information on your agencies experience running a mail room and copy center, and/or your understanding of the operational duties relevant to running a mailroom as identified in the proposal
- 4) Provide information on your agencies experience running a snack/lunch cafe, including self-serve, low/no staffing operations.
- 5) Describe your agencies efforts to transition individuals from GSE and/or Transition services to competitive employment.
- 6) Describe your organization's commitment to employment First principles and provide the breadth and length of experience as an organization.

Additional Application Requirements:

- Sufficient community & business relationships to allow for individuals to gain competitive employment in the community.
- Provider must be Qualified to provide Group Supported Employment services *and* Transition Services

NAME AND SIGNATURE

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Executive Director/CEO (signature, printed name, date)

**Application process & timeline:**

- An FAQ document will be created to answer questions submitted by interested providers. All questions should be submitted to [martin.zaugg@ct.gov](mailto:martin.zaugg@ct.gov) by **Wednesday November 24<sup>th</sup>, 2021**.
- The FAQ will be posted to the DDS website in a Frequently Asked Questions document by **Friday December 3<sup>rd</sup>, 2021**.
- Completed applications must be submitted to [Julie.Bouchard@ct.gov](mailto:Julie.Bouchard@ct.gov) by end of day **Friday December 10<sup>th</sup>, 2021**.
- Awarded applicant should prepare to start support services onsite no later than **Monday January 31<sup>st</sup>, 2022**.